Welcome to Travel Express

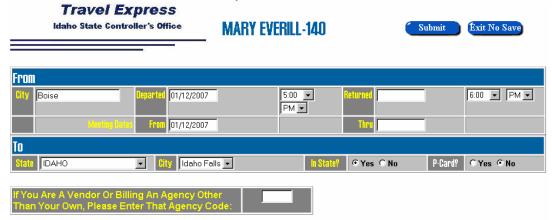
Travel Express is a web based application accessible anywhere with the Internet Explorer browser. To access this application you will need to launch the Internet Explorer Browser and select the Idaho State Controller's web site, www.sco.idaho.gov Select *Logon* to online applications, enter your username and password and select *Travel Express* from the applications menu screen.



You have two selections on the main travel express screen. For new submissions use the dropdown list under "Create Travel Voucher" and select *Create New Voucher*. The "View All Vouchers" allows you to see a history of your vouchers in process and paid.



You now will enter the city you departed from, date of departure, departure time and return date and return time. Below is the single trip entry, you may consider multi-trip if you submit for reimbursement monthly.



Upon submitting the travel date information, you will be taken to the claimant information grid. Enter your *Official Home Station (1)*, the *Purpose of Travel (2)*, and your *Personal Vehicle License Number (3)*. In the Travel Detail Information grid enter the round trip miles in the *Personal Vehicle Miles Driven (4)*, and *Comment (5)s* — "Home for the weekend". Travel Express will calculate the miles based on current federal per-diem. You can save a draft or when ready to submit for processing at the top of the screen. To submit click in the Fiscal radio button, and select "Terrill Franks" from the dropdown list. Click the *Route To(6)* button to complete the process.

